

Memorandum

Date: June 27, 2010

To: Bakersfield Area


From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Bakersfield Area

File No.: 420.12883

Subject: ASSET FORFEITURE SECOND QUARTER 2010 AUDIT

On June 27, 2010, I reviewed the Area's Asset Forfeiture files for compliance with policy.

Currently, Bakersfield Area does not have any open Asset Forfeiture cases. The Area's Standard Operating Procedures were reviewed and are within policy.


L. E. MCGUIRE
Sergeant

Commander's initials: 

Safety, Service, and Security

M e m o r a n d u m

Date: June 27, 2010

To: Bakersfield Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Bakersfield Area

File No.: 420.12883

Subject: BAKERSFIELD AREA CRIMINAL CASE AUDIT - SECOND QUARTER
2010

On June 27, 2010, I conducted an audit of the Bakersfield Area's criminal case files.

The procedure for filing criminal cases, felony and misdemeanor, was discussed with the Area Court Officer, Officer M. Campbell. Officer Campbell receives the arrest reports after they are approved by an Area supervisor. He enters the information into the Area Information System (AIS), and then forwards the reports to the clerical staff where the required copies are made for the court. Officer Campbell takes three copies of the report to the Kern County District Attorney where it's assigned a docket number and forwarded to the Kern County Superior Court. The docket number is then entered into the AIS case file. The filing sheet from the court is then forwarded to the Arrest Record Office Assistant who files the sheets by month and alphabetically by the arrestee's last name. The Arrest Records Clerk also keeps a record of all the issued misdemeanor/felony numbers and ensures that a criminal report is processed with each assigned number.

Area recorded 1526 arrests/investigations within the second quarter of 2010. Of those, 231 were felony arrests. I randomly checked 40 arrest reports from the second quarter, twenty misdemeanors and twenty felonies, and found they had all been approved by an Area Supervisor and properly filed with the court.

The processing procedure for criminal cases is well defined and is being followed by the Court Officer and the Clerical staff.


L. E. MCGUIRE
Sergeant

Commander's initials: 

Safety, Service, and Security

Memorandum

Date: June 27, 2010

To: Bakersfield Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Bakersfield Area

File No.: 420.12883

Subject: SECOND QUARTER 2010 - EVIDENCE AUDIT

Evidence Officer: Officer Vaughn Cain
Date Appointed: January 1, 2006
Property Supervisor: Sergeant Larry McGuire
Date of Appointed: July 1, 2009
Date of Last Audit: April 7, 2010

INTRODUCTION

On June 23, 2010, I conducted a quarterly audit of the Bakersfield Area property system. Ten items that were booked during the first quarter of 2010 were randomly selected for physical identification or verification of disposition. This represents 10% of the 105 items booked during this time frame. The items were either located or the disposition was verified. Deficiencies in record keeping and handling of property were noted and are discussed below.

FINDINGS

1. Prior Audit

The prior audit was completed on April 7, 2010, by Sergeant L. McGuire, ID #12883. The audit revealed a continuing issue of officers' failing to enter both gross and net weights on the CHP 36B log. There was an improvement in the number of evidence packages that did not contain the booking officer's initials on the seal.

The Commander's initials were noted on the prior audit.

Safety, Service, and Security

2. Staffing

The Evidence Officer is also assigned the duties of PAS coordinator and Asset Forfeiture coordinator. The Evidence Officer has sufficient time to routinely purge old items and process the daily workload.

3. Property Booking

All supplies required to collect and package evidence/property are readily available in the debriefing room. The drug testing kits and disposal container are available. The heat sealer and scales are operating properly.

The Area only has one Evidence/Property log (CHP 36B). Only one discrepancy was noted:

- On one of the ten items, both weights were not listed on the drug entry of the Evidence/Property log (CHP 36B).

All of the Evidence/Property packages were properly sealed with the exception of two, the officer failed to initial the sealing tape. The Evidence Officer noted the omission and made the necessary corrections. Also, on two of the evidence items (both weapons) the booking officer failed to place the ammunition and magazines in a sealed evidence bag.

4. Records

- a. A review of the CHP 36 forms showed they were completed and signed by the booking officers and their supervisors. On one of the CHP 36 forms, the booking officer failed to enter the weapons serial number. He also failed to give each item of evidence its own item number.
- b. The Evidence Officer properly marked the chain of custody on all CHP 36 forms and maintains a log of items that are checked out of the Evidence/Property room.
- c. The controlled substance files were reviewed and determined to be in compliance with HPM 70.1.
- d. The destroyed weapons file was reviewed and determined to be in compliance with HPM 70.1.
- e. The Entry Log is sequentially numbered and all evidence/property numbers are accounted for with the exception of one.

Commander's initials: 

5. Disposal of Property

The Evidence Officer routinely purges property and follows the procedures outlined in HPM 70.1.

6. Security

- a. The Evidence Officer maintains an access log to the evidence/property room and it is being properly utilized.
- b. There are only two keys to the evidence/property room. One key is in the possession of the Evidence Officer and the Commander has the other key.
- c. The Evidence/Property room is secure and meets the standards as outlined in HPM 70.1.
- d. The locks on all of the temporary lockers are secure. There is a door that closes to the rear of the pass-through lockers to prevent entry.
- e. The computer system used for the evidence/property control is secured in a locked office that only the Evidence Officer has access to.

RECOMMENDATIONS


1. Property Booking / Records

While the booking officers have improved on logging both weights on the CHP 36B, there is room of improvement. Area will continue with the recurring briefing item and address each officer on an individual basis with remedial training.

2. Security

Money has been appropriated by Facilities Section to proceed with the replacement of the pass-through door at the rear of the evidence locker. Area is currently in the process of obtaining bids and anticipates a completion date of September 1, 2010.


L. E. McGuire
Sergeant

Commander's initials: 

Memorandum

Date: June 28, 2010

To: Bakersfield Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Bakersfield Area

File No.: 420.12883

Subject: CHANGE FUND AUDIT - SECOND QUARTER 2010

On June 28, 2010, I completed the second quarter 2010 change fund audit. All funds were accounted for. A review of the CHP 251, Counter Receipts, showed they are being completed within policy. A copy of the audit worksheet is attached.



L. E. MCGUIRE
Sergeant

Attachment

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CHANGE FUND AUDIT

Auditor Signature: _____

Date Audited: 06/28/10

CASH ON HAND

Coins	Total
.01 X 0	0
.05 X 0	0
.10 X 0	0
.25 X 0	0
.50 X 0	0
Total Coins	0
\$ 1 X 5	\$5.00
\$ 5 X 1	\$5.00
\$10 X 1	\$10.00
\$20 X 4	\$80.00
\$100 X 0	0
Total Currency	\$100.00
Subtotal Cash on Hand	\$100.00 (a)

DAILY CASH RECEIPTS ON HAND:

Receipt Number	Amount

TOTAL CASH RECEIPTS ON HAND:

0 (b)

SUBTRACT (b) FROM (a): \$100.00
 AMOUNT ADVANCED PER ACCOUNTING SECTION: \$100.00
 OVER (+) or SHORT (-): 0

CERTIFICATION: I hereby certify that the above enumerated items constitute all Change Fund items in my possession, irrespective of source or character, that they were counted by the Auditor, Sgt. L. E. McGuire, and that the Change Fund (cash and daily receipts) of \$ 100.00 has been returned to me intact and has been accounted for to my satisfaction. Signature of Custodian: _____ Date: _____

Memorandum

Date: June 30, 2010

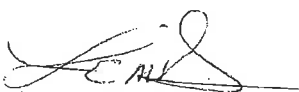
To: Bakersfield Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Bakersfield Area

File No.: 420.12883

Subject: PETTY CASH AUDIT - SECOND QUARTER 2010

On June 30, 2010, I completed the second quarter 2010 petty cash audit. Bakersfield Area OSS II I. Carrillo-Valencia had completed a reconciliation of funds for Fiscal Management Section on June 1, 2010. All funds were accounted for. An audit of un-replenished receipts and paid invoices showed the funds were being properly used. A copy of the audit worksheet is attached.



L. E. MCGUIRE
Sergeant

Attachment

Safety, Service, and Security

6/2/10



Attachment

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
2010 CONFIRMATION AND RESPONSIBILITY
OF PETTY CASH & CHANGE FUND
420 Bakersfield

According to our records, we show the following amounts as of June 15, 2010:

Petty Cash Fund: \$200.00
Change Fund: \$100.00

Custodian: I. CARILLO-VALENCIA

Please complete the following items:

Petty Cash Fund

Cash on Hand: \$ 92.75

Receipts on hand:

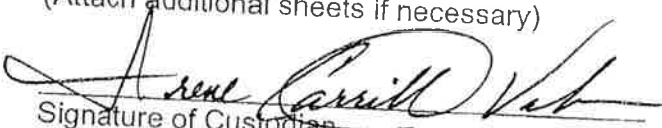
\$.79 Date 5-7-2010

\$.79 Date 5-14-2010

\$.79 Date 5-21-2010

Total Fund: \$ 200.00

(Attach additional sheets if necessary)


Signature of Custodian

6-1-2010
Date

IRENE CARRILLO VALENCIA, R14242
Print or type name, title and ID number

State Administrative Manual Section 8111.2 states:

"The custodian will be personally responsible for the amount advanced from the revolving fund. Transfers of custody will be accomplished only after:

- (a) personal audit of the fund has been made by the employees directly concerned and
- (b) a receipt has been given by the newly assigned custodian to the custodian being relieved. A copy of such receipt signed by both parties will be delivered to the Accounting Officer."


Signature of Commander

6-2-10
Date

Continue

Receipts on hand:

\$.59 Date 4-02-2010

\$.79 Date 4-09-2010

\$ 2.71 Date 4-13-2010

\$.79 Date 4-16-2010